

FARMINGTON FESTIVAL DAYS VENDOR INSTRUCTIONS

JULY 10, 2021

Thank you for your interest in Festival Days! The following guidelines must be followed by ALL participants. **PLEASE BE AWARE THAT CHANGES HAVE BEEN MADE TO THE DESIGN OF FESTIVAL DAYS THIS YEAR. THIS AFFECTS THE APPLICATION PROCESS FOR VENDORS.**

TO APPLY:

1. Identify what type of vendor for which you qualify according to the list below. You will be required to indicate your vendor category on the application.
 - Farmers Market Vendor: Items that are grown, made, or produced in Farmington.
 - Food Vendor: "At event" dining options.
 - Event Service Vendor: "At event" services (face painting, balloon making, etc.).
 - Non Service Vendor/Activity Sponsor: providing info that can be applied outside of the event (insurance, healthcare, real estate, etc.).
 - Retail Vendor: Items that can be purchased at the festival, non-local).
2. All Vendors: Fill out and mail the enclosed application with a check made out to Farmington City for the amount specified. You may also apply at the Parks and Recreation office. **The deadline to register without a late fee has been extended to June 11, 2021. However, booths may be filled before this date.** If mailing payment, it must be received by the office by June 11, 2021 to avoid the late fee.
3. All Vendors: Your application is NOT considered complete unless it includes a total list of items you wish to sell. Food vendors enclose a full menu. To prevent duplication, please DO NOT add any items to your list once your itemized list has been accepted. No exceptions.
4. Vendors using a Truck or Trailer: Your application is not considered complete unless it includes FULL measurements of your truck or trailer; A) Length, **including hitch**, B) width, and C) height. If your measurements change after your application has been accepted, you will have to re-apply with current measurements. If measurements are not accurate when you arrive on site or are different than what you submitted on your application, your application can be revoked or your booth location/number changed.
5. All Vendors: Your booth space will not be reserved until payment has been received. You can pay in person at the Parks and Recreation office, or via mail using the mailing address provided on the following page. Make checks payable to Farmington City.

All applications will be reviewed on a **first come, first serve basis**. Duplicate items may be denied and your payment returned to you. You may adjust your entry and re-apply.

All vendors who have participated in Festival Days within the last two festival years, and for those who are Farmington residents, registration will begin **April 5, 2021**. For all others, registration will begin **April 12, 2021**.

BOOTH ASSIGNMENTS: *PLEASE NOTE THESE CHANGES REGARDING BOOTH ASSIGNMENTS*****

We have changed the vendor booth layout this year. It includes an expansion of Forbush Park. As a result, we will need to place our vendors as best suits these changes and the needs of the festival. We ask that you indicate your section request as we will do our best to accommodate, but cannot guarantee it. We will have your menu/goods/services in mind when placing you. You will receive your booth assignment one month prior to the festival. Farmington City has the right to change the booth assignments as needed. All vendors must stay at their assigned booth. We do not allow roaming vendors. Thank you for supporting these changes.

If you need overnight electricity, there will be an extra fee. We are not responsible if electricity goes out overnight. If you need **water**, please take note of the location of the access points on the map. Water must be carried to and from stations. There are no direct water hose connections available. **We do not supply tables or chairs. Be prepared with your own if needed.**

VENDOR SCHEDULE:

DATE: Saturday, July 10, 2021
LOCATION: Farmington City Forbush Park: 100 South Main Street

SET UP/TAKE DOWN: Set-up time: Will happen Friday, July 9th: 5-10 pm
OR
Saturday, July 10th: 6:30-8:00 am
YOU WILL BE ASSIGNED A SPECIFIC TIME WITHIN THESE TIME FRAMES, ALONG WITH YOUR BOOTH #, ONE MONTH PRIOR TO THE EVENT

Take down/clean up: 4:00 pm (for half day booths) **OR** 10:00 pm (for full day booths)

ADDITIONAL INFO: Lighting and overnight security will be provided. On Saturday, the parking lot will fill up by 8:00 AM so come early for good parking! **There will be NO VEHICLES ALLOWED on the grass after 8:00am on Saturday. After 8:00 am, you will need to carry everything in on foot.**

VENDOR FEES:

- **Each space is 10'X10'. IF YOU REQUIRE A SPACE LARGER THAN 10'X10', YOU WILL NEED TO PURCHASE A SECOND SPACE.**
- All fees are non-refundable unless either A) It is determined that your booth will be a duplication of a previously registered entry or B) You notify us by **June 25, 2021** that you will be unable to participate. In the case of B, your refund will require a \$5 processing fee.

	<u>11:00 am-4:00 pm</u>	OR	<u>11:00 am-10:00 pm</u>
Farmington Resident:	\$45		\$90
Non-Resident:	\$55		\$110
*Truck/Trailer Fee:	\$10		\$20
**Electrical Hook-up (per plug):	\$10		\$20
***Tent Rental Fee:	\$10		\$20
Late Fee (after May 1st):	\$15		\$15
Sponsored Activity Booths: See Menu Pricing			

***Trucks/trailers will be required to pay the trailer fee, along with the fees required for extra space used.**
****Festival Days has limited access to electricity, please use a generator if possible. Festival Days will NOT supply extension cords. Overnight electricity is \$20.**

*****The City has limited tents to rent. They will be reserved on a first come, first-serve basis. They will not be set up until Saturday morning.**

ALL VENDORS MUST HAVE THE FOLLOWING ITEMS IN PLACE:

Food Booths:

1. An approved application complete with total, accurate truck or trailer measurements as well as a complete list of menu items offered. Only items which have been approved for sale will be allowed.
2. At least one person with a food handler's permit present at all times in the booth.
3. A temporary food establishment permit.
4. Sanitizing solutions and processes as prescribed by the Health Department and CDC.
5. A dumpster will be available for use. If dumping grease, it must be contained.
6. Bring a generator if possible. Access to electricity may be limited.

Non-Food Booths & Activities:

1. An approved application with a complete list of items/services offered. Only items which have been approved for sale will be allowed.
2. A copy of your company's liability insurance if providing a ride or activity. If you are sponsoring an activity from the sponsor menu, insurance will be provided by the company.
3. Sanitizing solutions and processes as prescribed by the Health Department and CDC.

If any of the above guidelines are not adhered to, we reserve the right to revoke participation without refund.

Please email nthacker@farmington.utah.gov with any questions. You may also contact Farmington City Parks & Recreation by calling (801) 451-0953, ext: 292

MAIL APPLICATION TO: FARMINGTON CITY FESTIVAL DAYS
Nancy Thacker
720 West 100 North
Farmington, Utah 84025

Vendor Application - Farmington Festival Days July 10, 2021

Applications due by May 28, 2021

Business Name/Organization: _____ Contact Person: _____

Type of Vendor/Category (Please refer to "Vendor Types" page): _____

Street Address: _____

Email: _____ Phone: _____

Items you wish to sell or description of activity/service (you may attach a separate list if needed): _____

Booth Section Request: _____

PLEASE MARK ONE:

____ I plan to use my own tent. The dimensions are: _____ x _____
(If larger than 10X10 you will need to pay for an additional 10X10 space)

____ I plan to use a tent provided by Farmington City. City tents will be set up Saturday morning.
(If the \$10 is not included with your payment you will not have a tent reserved)

____ I need a _____ x _____ space for my activity/service.
(If larger than 10X10 you will need to pay for additional space. Additional space will not be reserved until payment is received. **IF YOU HAVE A TRAILER, PLEASE INCLUDE TRAILER HITCH IN YOUR MEASUREMENTS**).

____ Electricity # _____ (see below for hook-up fees. Each outlet is 20 amps. If these fees are not included with your payment you will not have electricity reserved.) *Trucks/trailers must have a quiet generator or pay for power.

VENDOR FEES	11:00am thru 4:00pm	11:00am thru 10:00pm	TOTAL FEES
General Booth Fees:	(Circle One)	(Circle One)	
Farmington Resident:	10X10=\$45 10X20=\$90	10X10=\$90 10X20=\$180	
Non-Resident:	10X10=\$55 10X20=\$110	10X10=\$110 10X20=\$220	
Electrical Hook-up (per plug):	(Circle One)	(Circle One)	
110 Power (limited)	\$10	\$20	
220 Power (limited)	\$20	\$40	
Overnight Electricity:	--	\$20 (overnight)	
Tent Rental Fee:	\$10	\$20	
Truck/Trailer Fee:	\$10	\$20	
Sponsored Event Service Vendor	Enter \$ From Sponsor Menu	Enter \$ From Sponsor Menu	
Late Fee (after May 1st):	\$15	\$15	
Admin Use Only: Cash / Card / Check # _____			Total Fees:

By signing below I am stating that I have read all of the above information, I have listed all information fully and accurately, and I agree to the terms and conditions.

Signature _____ Date _____